

CHAPTER 1 GENERAL INFORMATION

1. PURPOSE. This order is referred to as a handbook and, as such, directs the activities and provides guidance for Airworthiness Aviation Safety Inspectors (ASI's), involved in the following:

A. The certification, technical administration, and surveillance of individuals, facilities, and organizations in accordance with FAR Parts 65, 91, 121, 125, 129, 133, 135, 137, 141, 145, 147, 149, and 183.

B. Investigating, conducting, and/or responding to aircraft accidents and incidents, accident prevention activities, enforcement activities, and miscellaneous tasks not related to specific Federal Aviation Regulations.

3. DISTRIBUTION. This order is distributed to addressees on special distribution list ZFS-830.

5. CANCELLATION. With the publication of this change, this order is considered fully implemented. Order 8300.9, Airworthiness Inspector's Handbook, dated July 26, 1985, is thereby cancelled by the implementation of Order 8300.10.

7. DEFINITIONS

A. *Handbook:* The handbook is a directive designed to provide essential overall instructions, guidance, and requirements for operations, airworthiness, and manufacturing field personnel to accomplish their job functions.

B. *Applicable:* Capable or suitable for being applied.

C. *Appropriate:* Especially suitable or compatible; fitting.

D. *Available:* Accessible, obtainable.

E. *Guidance Information:* Information that is advisory in nature and contains terms such as "will," "should," or

"may." These terms indicate actions that are desirable, permissible, or not mandatory, and allow flexibility on the part of the ASI.

F. *Directive Information.* Information that is regulatory in nature and uses terms such as "shall" and "must." These terms mean that the actions are MANDATORY. "Shall not" or "must not" means that the actions are PROHIBITED. The use of these terms allows the ASI no flexibility and that their direction must be followed, unless otherwise authorized by headquarters division managers.

9. AUTHORITY TO CHANGE THIS DOCUMENT. The Director, Flight Standards Service (AFS-1), must approve all changes to this order and its appendices. Any proposed change must be approved by the Director, Flight Standards Service. Regional supplements to this order are prohibited. All proposed changes to this order should be addressed to the Technical Standards Branch, AFS-550.

11. HANDBOOK FORMAT AND UTILIZATION. This handbook has been designed to serve as a multipurpose document that will meet the needs of newly hired ASIs as well as experienced principal inspectors. Information currently found in many separate documents has been compiled to make the handbook as comprehensive as possible. The general layout of the handbook is as follows:

- Volume 1 contains generic and general information that an ASI should know prior to performing the job tasks in Volumes 2 and 3
- Volume 2 (Certification) and Volume 3 (Surveillance) contain all of the job tasks accomplished by Airworthiness ASI's
- Volume 4 contains reference material and additional guidance in areas that are not a specific job task

A. *Task Chapters.* Each chapter in Volumes 2 and 3 represents a separate task that can be accomplished by an ASI. Tasks were initially identified from the 1985 Job Task Analysis and are revised as ASI/principal inspector responsibilities, regulations, and the safety needs of the aviation community change. Each chapter, except for introductory chapters, is divided into two sections, Background and Procedures.

(1) *Section 1, Background.* This section contains material that explains why the task is done, any historical considerations, and provides current FAA policy. Section 1, will usually consist of the following format:

(a) *Paragraph 1, "PTRS Codes":* This paragraph will always give the PTRS codes (when applicable) for that task for each involved Airworthiness specialty and the Cabin Safety Specialist, when applicable.

(b) *Paragraph 3, "Objectives":* This paragraph will state the general objective of that particular task. This can include the specific FAR Part(s) that the chapter applies to, the specific regulatory basis for the chapter, and a brief explanation of the ASI's role.

NOTE: If any particular task has definitions of terms not found in other sections of the Federal Aviation Regulations, the definitions will be included in Paragraph 7, "Definitions."

(2) *Section 2, Procedures.* Section 2, will usually consist of the following format:

(a) *Paragraph 1, "Prerequisites and Coordination Requirements":* This paragraph is broken down into two subparagraphs, "A" and "B." These subparagraphs will consist of the following information:

- Subparagraph A, "Prerequisites," gives the specific FAR knowledge, course requirements, inspector authorizations, and familiarity requirements necessary for performing the task

- Subparagraph B, "Coordination Requirements," gives a list of the people, organizations, specialties, agencies, etc. that might require coordination with the ASI performing the task

(b) *Paragraph 3, "References, Forms, and Job Aids":* This paragraph is broken down into three subparagraphs, "A," "B," and "C." These subparagraphs will consist of the following information:

- Subparagraph A, "References," gives a list of materials that will assist the ASI in performing that chapter's task. This can include additional FAR Parts to those listed in "Prerequisites, CFR's, Advisory Circulars, operators' manuals, manufacturers' manuals, etc.
- Subparagraph B, "Forms," gives a list of the specific FAA/DOT forms that the ASI will require in order to perform the task
- Subparagraph C, "Job Aids," gives a list of the "Figures" that are provided at the end of the chapter. These "Figures" can include a list of guidelines, examples of official forms, or can be an unofficial form that can be copied and used to fill a need not covered by an official form. An example is the Five Day Grounding job aid found in Vol. 3, Ch. 6.

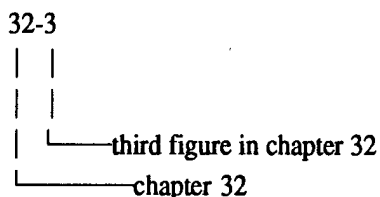
(c) *Paragraph 5, "Procedures":* This paragraph contains the step-by-step outline of how to perform the task. All steps in the task are included, however, some steps may refer the ASI to another task/chapter. When that occurs, the referenced task must be performed before resuming the procedures in the original task. Performance criteria are either included with the step or the location of the objective criteria is identified (i.e., practical test standards, FAR section, etc.)

(d) *Paragraph 7/15 "Task Outcomes":* This paragraph contains the final steps of the job task and tells what the end result of the task should be.

(e) *Paragraph 9/17 "Future Activities"*: This paragraph lists any follow-up activities that should be accomplished as a result of the task just performed.

B. *Paragraph Numbering*. Paragraphs are numbered consecutively, starting at number 1 in each section, of each chapter, of each volume. Only odd numbers are used; 1, 3, 5, etc., to enable greater ease of revision. For example, new information in future updates can be included as paragraphs 2, 4, or 6.

C. *Figure Numbering*. The numbering of figures enables the ASI to note the chapter to which the figure refers. For example, Figure 32-3 is interpreted as follows:



D. *Chapter Pagination*. The pagination of each chapter is designed to simplify the addition of revisions, the replacement of lost or misplaced pages, and the location of subject areas.

(1) Each chapter begins with page one and is identified with the chapter number; i.e., 131-1 is chapter 131, page 1.

(2) On each page the top margin contains the handbook number and the date the page was issued; position (either right or left) is reversed on odd and even pages. The bottom margin contains the volume number and the page number of the chapter (again, reversed on odd and even pages). For example:

6/5/87	8300.10
[Odd numbered page]	
Volume No.	Page 11 of Chapter 42
Vol 2.	42-11

8300.10	6/5/87
[Even numbered page]	
Page 12 of Chapter 42	Volume No.
42-12	Vol. 2

E. *Reserved Pages, Chapters and Paragraphs*. For the purposes of this handbook, reserved pages, chapters, and paragraphs are present to preserve the sequence of codification and allow for revisions without re-numbering the succeeding portions.

13. HANDBOOK CURRENCY. This order will be kept current by issuing changes and Airworthiness Handbook Bulletins as the need occurs.

